

GRADING & WALL COMPLETENESS CHECKLIST

ALL APPLICATIONS

(Applications that are incomplete or illegible are not to be accepted)

- ☐ Project Description
- ☐ Project Legal Address / Legal Description
- ☐ "Owner Name / Mailing Address / Phone Number" **MUST** be on application
- ☐ Contractor(s) Information including **ALL** license numbers
- ☐ "Contractor/Authorized Agent" or "Owner/Builder" box checked
- ☐ Application signed & dated
- ☐ Valid License Certification
- ☐ Bond Exemption Certificate (General Contractor must provide on projects \$50,000 or more)

GRADING

- ☐ 2 Survey Plans - bigger than 8 ½ x 11 & stamped by Land Surveyor (**Commercial needs 2 Survey Plans stamped by Land Surveyor and 3 Grading Plans**)
- ☐ If R3 and up, enter proposed use under "Project Name" on application
- ☐ Water Meter applied for - need a survey/site plan (**Residential: send a copy of application & site plan to Water Maint. Commercial: copy of application and two site plans goes to Public Works**). Top back portion of application must be filled out, signed and dated. DSR to to initial and date back of application
- ☐ If on corner lot, use the address in computer if different than application
- ☐ Height Adjustment application must include topo 8 ½" x 11" (nothing larger or smaller)

WALL

- ☐ Wall Design Form (NON ENGINEERED)
- ☐ Septic location approval by Mohave County Health Department (unless on sewer) if 5' or Greater within property line or not on PUE line (only if house is on property or has been submitted for; including tied lots with a house)
- ☐ 2 Site Plans drawn to scale (with scale indicated) – showing location, length & height of wall
- ☐ If in PUE, need "RETAINING WALLS IN PUBLIC UTILITY EASEMENT" form with utilities responses

OFFICIAL USE ONLY

- ☐ Collect Retainer Fee